



**CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM**

*Chaffey Joint Union – Chino Valley Unified – Fontana Unified – Upland Unified  
Chaffey Community College*

**Executive Committee Meeting Minutes**

January 18, 2023                      1:00 – 3:00 p.m.                      Via Zoom

\* = Vote to be taken or action item  
\_\_\_ = Materials/documents provided

I. Welcome/Introductions

The meeting was called to order at 1:10 p.m.

*Members present: Andrew Stager, Carl Hampton, Matt Morin, Cindy Gleason, Todd Haag*

*Others: Laura Alvarado, Chaffey College; Dana Galloway, Program Coordinator*

II. Approval of Agenda\*

*Andrew made a motion to approve the agenda; this was seconded by Matt. The motion was unanimously approved.*

III. Approval of Meeting Minutes from December 7, 2022\*.

Member reps present: Cindy Gleason, Todd Haag, Laura Alvarado for Matt Morin, Andrew Stager, Carl Hampton

*Matt made a motion to approve the December 7 minutes; this was seconded by Andrew. The motion was unanimously approved.*

IV. Public Comment *None.*

V. Consent Items *None.*

VI. Fiscal\*

1. Approval of funds for lunch meeting, Student Acceleration & Transition Team, January 26.

Estimated cost: \$300

*Dana explained that she will incur expenses for lunch for the Student Acceleration & Transition team meeting on January 26. Andrew made a motion to approve up to \$350.00 for the event; this was seconded by Carl. The motion was unanimously approved.*

## **2. Requests for one-time monies.**

*Carl requested \$400,000 to help cover the unexpected rise in cost of the Construction Trades facility on his campus. If any portion of the funds are not needed for construction expenses, it will be used to pay for equipment. Dana pointed out that reducing the amount of carryover in the consortium-wide account should be considered. Currently, there is at least \$800,000 in carryover. After discussion, Andy made a motion to approve \$400,000 from consortium-wide fund carryover for the new facility at CVAS; Matt seconded the motion. The motion was unanimously approved.*

### 3. Q1 spending % of total 22-23 budget (Information item):

College:	18.2%
CAS:	11.4
CVAS:	4.4
FAS:	9.7
UAS:	3.7

## VII. Ad-Hoc Group meetings & other events

The Student Acceleration & Transition team is scheduled for January 26 at Chaffey College. The Library Literacy Coordinators will join this meeting.

The Data Group will meet at the CAEP Accountability event at SBVC on February 15.

## VIII. Other

### Marketing

*Each member is pursuing this as they see fit.*

Data: Orenda research firm at FUSD. Cindy sent information on this and will speak with them. "Equity Studies" (regarding practices that result in improved student achievement) are taking place in the district this school year.

*This study has not been conducted at many adult schools due to a lack of data. Cindy plans to speak to the company next month.*

Possible future changes to adult education funding. See LAO letter, Dec. 2022:

<https://lao.ca.gov/Publications/Report/4652>

*Discussion on this report. Todd pointed out that some of their logic is flawed due to a lack of understanding of how adult schools work and the characteristics of adult learners. Matt commented that he sees much unnecessary complication in the formula. Carl suggested an in-person meeting with Carolyn Zachry to tell her of concerns in the field. Dana added that this will probably be the main topic*

*of conversation at the upcoming CAEAA conference, and that she expects Dawn Koepke (CCAIE lobbyist) will comment on the issue soon.*

#### WECC Program Coordinator for 2023-24

*Dana will complete her contract through this program year (June 30.) After that, she is willing to help with transition to a new coordinator through the end of the calendar year. She will keep eyes and ears open to see if anyone in the region would be appropriate for the position.*

#### IX. Site Reports

- Chaffey College

*Laura reported that there are about 40 students enrolled in the Partnership program and 40 in Dual Enrollment (so far.) This indicates that we are holding our own in adult student enrollments. Flyers have been sent out and any students who inquire about a HS diploma or GED will be referred to the appropriate adult school. An HVAC flyer has been sent to employers to inform them of training opportunities and a possible source of new employees.*

- Upland Adult School

*Upland is moving forward with preparing the welding facility at UHS for an adult class in conjunction with Chaffey College.*

- Fontana Adult School

*FAS has been given permission to continue with some infrastructure projects such as Culinary and CNA, so this is a good sign. They have a WASC visit coming up in the spring.*

- Chino Valley Adult School

*Chino is opening additional ESL classes per the demand.*

- Chaffey Adult School

*Chaffey is bringing on new teachers as subs in anticipation of increased need for staff. Enrollment is fairly robust and most CTE classes are full. A WASC visit is scheduled for February 27 – March 1 (full-term.)*

#### **Information Items/Calendar of Events:**

Upcoming events: (To register for most state events, go to: <https://caadultedtraining.org/>)

February 3	10:00 a.m. (start)	CAEAA State Conference (virtual)
February 7	1:00 - 2:30 p.m.	Statewide WIOA Networking Meeting (virtual)
February 14	12:00 – 1:00 p.m.	ATB (Ability to Benefit) webinar
February 15	9:00 a.m. - 12 p.m.	CAEP Accountability for 2022-23: San Bernardino Valley College
March 2 - 3		ACCE Spring Conference (virtual)
April 13 - 15		CCAIE State Conference: Oakland, CA
June (12)13 - 15		CASAS Summer Institute: Hyatt Regency OC (Garden Grove)

***Upcoming Deliverables:***

## January 2023

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

## February 2023

- **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.

## March 2023

- **Mar 1:** 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)\*
- **Mar 31:** 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) \*
- **Mar 31:** End of Q3

## April 2023

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

## May 2023

- **May 2:** CFAD for 2023-24 due in NOVA \*

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Next regular meeting:

February 22, 2023

Documents/Materials:

LAO Publication: Redesigning California's Adult Education Funding Model

*The meeting was adjourned at 3:00 p.m.*

*Minutes respectfully submitted by Dana Galloway.*